

**Arizona Statewide Interoperability Executive Committee
Summary of Minutes
September 25, 2007**

Voting Members Present:

Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
Ken Leighton-Boster, Chief, Arizona Department of Health Services
Scott Tillman, Supervising Telecom Engineer, Arizona Department of Public Safety
Pete Weaver, Emergency Manager/LEPC Coordinator, Pinal County

Voting Members Absent:

None.

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Jeff Miner, Project Manager, Public Safety Communications Commission
Jim Jertson, Publications Editor/Technical Writer, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order, Introductions and Roll Call

The meeting was called to order by Co-Chair Paul Wilson. Ms. Evelyn Jablonski took the roll call and a quorum was present.

Approval of Minutes from July 9 & 10, 2007

Co-Chair Wilson asked for a motion to approve the July 9-10, 2007 minutes. Mr. Ken Leighton-Boster indicated he would send corrections reference his speaking points on page 5 of the minutes to Ms. Jablonski, specifically acronyms related to the health services industry. Co-Chair Mark Venuti motioned for approval of the minutes with those changes included. Mr. Scott Tillman seconded and the motion was carried unanimously.

Public Safety Interoperable Communications (PSIC) Grant Program

Co-Chair Wilson advised the purpose of today's meeting was to discuss the progress of the Public Safety Interoperable Communications (PSIC) grant program and to continue to gather input to the Statewide Communications Interoperability Plan (SCIP) from stakeholders.

Information Regarding the History of PSIC and Current Status

Mr. Curt Knight gave a brief overview, origination and history of the PSIC grant program. Arizona's PSIC grant allocation totaled \$17.7 million for use on spectrum efficient, innovative and modern systems, data interoperability as well as all hazard mitigation projects to improve communications in areas at high risk for national disaster. Grant purpose is to advance joint regional systems which serve multi-jurisdictional, multi-discipline type approaches to contribute toward statewide interoperability funding. PSIC monies cannot be used for single-agency, single-jurisdiction projects where emphasis is on internal communications' needs.

Information Regarding the Statewide Communications Interoperable Plan (SCIP) History and Current Status

Mr. Knight expressed his appreciation to those who have forwarded their SCIP comments to us. He advised two different versions of the SCIP have been posted to the website and many comments were solicited and forwarded to Federal Engineering.

Application Workbook

On behalf of Director Leesa Morrison, Arizona Department of Homeland Security (DOHS), Ms. Cheryl Bowen presented a brief overview of the PSIC grant program application process, development, and availability to stakeholders. She advised through the National Telecommunications and Information Administration (NTIA) and in concert with U. S. Department of Homeland Security (DHS) this grant is made available. It is a one-time, formula-based matching grant program with a twenty percent match requirement via non-federal funds. Eighty percent of the funds are pass-through monies to local jurisdictions with a twenty percent pass through to state agencies.

Ms. Bowen stated awards to the state of Arizona are contingent upon completion and approval of the SCIP and Arizona's Investment Justifications (IJs). She explained the application process for the state was a three-part process: the narrative application which was due on August 22 (written by PSCC, Government Information Technology Agency (GITA), and the Arizona Department of Homeland Security), SCIP and IJs due on December 3, 2007 to U. S. Department of Homeland Security, and the anticipated March 2008 date for official award notification.

Ms. Bowen indicated the anticipated release date for the application/workbook is expected to be September 26, 2007; however, it is still a work in progress. She indicated it will be posted to the DOHS website at www.azdohs.gov when it is finalized. Applicants will have 30 days to complete the application and submit. She advised between first part of November through January applications will go through a review process starting with the Interoperability Work Group (group of technology experts referred to as IWG), next review completed by the Regional Advisory Councils (RACs) who will make recommendations to DOHS, and then a review by the Homeland Security Coordinating Council (HSCC). Ms. Bowen advised Director Morrison will take the recommendations from those three committees and use that to make decisions on project approvals.

Ms. Bowen reported after the review process the state of Arizona will receive their official award from the U.S. DHS. The next process will be for Arizona DOHS to then issue separate awards to those local jurisdictions within a 60 day window. The start date of the grant period will be determined by the official award to the state; however, the Guidance states the start time to be October 1, and the state's grant period closing date is March 31, 2010.

Co-Chair Wilson questioned the funding period of three years. Ms. Bowen indicated it is three years to the state of Arizona; however, it is shortened to allow for monitoring of funds to ensure monies are expended and not reverted.

Ms. Bowen reviewed the five proposed initiatives in which applicants could apply to:

- 1) Arizona Interagency Radio System (AIRS),
- 2) State Microwave Backbone Infrastructure,
- 3) PSCC Long-Term Solution,
- 4) Modern Regional System Enhancement,
- 5) High-Level Network Connections to Existing Regional Systems.

She mentioned initiatives 1, 2, and 4 are proposed as high priority initiatives. She advised project precedence would be applied to funding decisions based on these priorities following the “Review Criteria, Funding Recommendation and Approval Process” as referenced in the PSIC Grant Overview document.

Ms. Bowen advised they are requesting applicants submit complete and detailed information with their application workbooks so they are able to “stand alone,” not require further clarification and also due to the short time frame. She advised if questions regarding technology and what could/could not be bought arose that they be directed to Mr. Knight. Questions regarding grant process should be directed to appropriate staff member at DOHS as follows:

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|---|----------------|
| Cheryl Bowen: | (602) 542-7013 |
| Lisa Hansen/State Agencies: | (602) 542-1708 |
| Susan Dzbanko/North & Central Regions: | (602) 542-1777 |
| Will Schulz/South, West & East Regions: | (602) 542-7044 |

A question was asked on how the investment justifications were developed and prioritized. Ms. Bowen explained through discussions and consensus by PSCC, GITA, and DOHS staff. Mr. Knight added a statement made by the Governor’s Office to provide interoperability coverage to 85 percent of the population base for the state of Arizona within two years was the focus and philosophy of how the IJs and initiatives came about and what would bring us to that realization quicker. Mr. Knight stated the \$17.7 million would hopefully augment some of those initiatives, foster interoperability with expanded and/or high-level network connections at the regional system level, upgrade the state microwave backbone, continue with the Arizona Interagency Radio System (AIRS) for a basic level of interoperability within the state, and recognizing that some VHF systems may remain in place indefinitely.

Co-Chair Wilson questioned the exclusion of being able to use funding for planning, coordination, and training activities which were not addressed in the investment justifications. Ms. Bowen explained planning and coordination normally would normally fall under a project as part of the associated cost of the project. She advised she would check into further and follow up.

Co-Chair Wilson questioned the portion of money to be set aside for the Strategic Technology Reserve (STR) and where those monies would originate from. Ms. Bowen advised it’s taken off the top of the \$17.7 million which amounts to an estimated \$1.3 million. Mr. Knight added the 80/20 split is then applied to that.

Co-Chair Wilson questioned the state's anticipated expenditure of funds with the twenty percent split, specifically further deployment of AIRS, the microwave upgrade, etc. As noted in the SCIP, it states there is a number of warehoused equipment (for AIRS) awaiting monies for installation. Mr. Scott Tillman commented AIRS would probably be completed with monies from existing sources and outside the PSIC grant funding. Mr. Knight added the AIRS initiative was to further the participation level with small, medium-sized public safety answering points (PSAP) or non-PSAP. Co-Chair Wilson suggested this be noted for the Federal Engineering staff that the funding for the AIRS warehoused equipment installation has been identified. Mr. Knight agreed.

Co-Chair Wilson questioned if a local agency would be able to partner with the state on a project with the state being the "implementing" party. The second part of the question was if a local and state agency could both make application to each have responsibility for a portion of the project. What would be the best way to present those applications, i.e., multiple applications for each of those components or one large application? He asked if every local jurisdiction would need to file a Memorandum of Understanding (MOU) for their involvement in a regional project. Ms. Bowen stated she would need to seek guidance at the federal level before responding to those questions; however, she did know MOUs are being requested with IJs for applications due December 3, 2007.

Co-Chair Venuti questioned the PSIC Grant Overview draft document dated September 18, 2007. He asked if this document would be finalized and made available to everyone to know what the criteria is before making application, and just for clarification so there wasn't the same criticisms that arose from the prior 2007 grant cycle review. Ms. Bowen stated the PSIC Grant Overview document would be part of the application workbook that is soon to be finalized.

No other questions or comments arose.

Statewide Communications Interoperable Plan (SCIP)

Review of the Plan and Members May Provide Input Regarding the Plan

Co-Chair Wilson advised the purpose of this discussion was to review the plan and provide some additional input. He asked if there would be an opportunity to participate in further review of the SCIP beyond today. Mr. Knight explained the review deadline for the second revision of the SCIP was Friday, September 21, 2007 for those unable to attend this meeting; otherwise, meeting participants could provide additional comments here today. Mr. Knight stated he wasn't aware of a last day deadline for comments to the SCIP but felt it would probably be a week before the December 3, 2007 final SCIP submission date. If comments were submitted close to the December submission, they would be considered if it was needed for a specific area and had been totally omitted in prior editions. Mr. Knight felt we should run this by the Commission for their comments on a final review deadline. Mr. Knight advised of 1-2 more public SIEC/PSCC meeting forums to address the SCIP with the next one on October 23.

Co-Chair Wilson reminded the audience the SCIP document is intended to be a living document to be modified, revisited, and reviewed annually beyond the December 3, 2007 date.

Mr. Knight advised review comments are due back from federal DHS two weeks after we submit the September 30 SCIP.

Mr. Dennis Hausman and Mr. David Cook of Federal Engineering provided the SIEC with a presentation on the SCIP process, section-by-section review of all the major components still needing information, next steps, and progress to date. Mr. Hausman reminded comments can be sent to Mr. Knight with a courtesy copy to Ms. Jablonski.

Co-Chair Wilson summarized today's session indicating we heard some good comments on the SCIP, no major opposition to major components of the plan arose, some sections in need of language changes and additional information (mass transit interoperability, existing Standard Operating Procedures (SOPs)/Memorandum of Understanding (MOU), and NIMS compliance to name a few), the need to continue to foster the connectivity between VHF and the statewide 700 system, and the documents characterization of the direction being taken with the leadership of the PSCC and the state.

Co-Chair Wilson called for a motion for the PSCC to continue to move forward with the SCIP document and process. He stated through the PSCC Office a good foundation and method for submitting, evaluation of, and incorporation of the SCIP feedback was evident in the document. Mr. Ken Leighton-Boster made the first motion; Co-Chair Wilson seconded and the motion was unanimously carried.

Date – Time – Location of Next Meeting

October 23, 2007, 10:00 a.m.
City of Peoria Municipal Complex
(Council Chambers Building)
8401 West Monroe Street
Peoria, Arizona

Call to Public

No questions or comments arose.

Recommendations for Future Meetings

Co-Chair Wilson pointed out the importance of remaining focused on the SCIP process to ensure its completion and the need to start strategizing on what the next steps should be.

Adjournment

Co-Chair Wilson called for a motion to adjourn. Mr. Scott Tillman made the first motion; Co-Chair Wilson seconded and the motion was unanimously carried. Meeting adjourned at 11:45 am.